

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT: RISK OVERVIEW COMMITTEE

ITEM
NUMBER **0010-04**

EFFECTIVE DATE: JANUARY 2, 2007

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Purpose

The purpose of the Risk Overview Committee is to assist County officials to identify, review, monitor and mitigate the County's significant risks involving legal, financial, contractual and operational matters. This Committee shall serve an advisory role to the Chief Administrative Officer and the Board of Supervisors.

The Committee also will consist of a sub-committee, entitled the County's Financing Disclosure Working Group, whose members will serve as ad hoc members on the Oversight Committee. The purpose of this Working Group is to ensure that full, thorough, complete and appropriate disclosures are contained in all County official disclosure documents including, but not limited to, the Preliminary and Final Official Statements in all County municipal financings. This Working Group also shall serve an advisory role to the Chief Administrative Officer and Board of Supervisors on disclosure matters in all County municipal financings.

Background

The County has several management tools as part of its General Management System to identify, track, monitor and mitigate the County's significant risks. The establishment of this Overview Committee will bring together all key management personnel that have significant responsibilities in dealing with risk issues, and provide for a Countywide cohesive, unified and coordinated approach to addressing the County's risks.

In addition, the County's efforts in completing municipal financings include a high-quality disclosure practice, as required by applicable law. The establishment of the County's Financing Disclosure Working Group, as a sub-committee of the Overview Committee, will enhance the County's municipal financing disclosure practice. The County's disclosure practice will be enhanced because this working structure will ensure that all significant risks from a Countywide perspective will be known, considered and understood by the Financing Disclosure Working Group when it prepares the County's municipal financing disclosures.

Composition of the Risk Overview Committee

The members of the Overview Committee shall consist of the following:

Co-Chairs:

Assistant CAO
County Counsel

Members:

Auditor & Controller
Chief Financial Officer
Chief Information Officer
Deputy CAO's for the Community Services, LUEG & Public Safety Groups (or their designees)
Director of the Health & Human Services Agency (or designee)
Director of the Human Resources Department (or designee)
Director of the Contracting & Purchasing Department
Director of the Office of Strategy & Intergovernmental Affairs

Ad Hoc Members

Members of the Financing Disclosure Working Group

[The County Counsel's Office will provide staff support to the Overview Committee.]

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Composition of Sub-Committee: County Financing Disclosure Working Group

The members of the Working Group shall consist of the following:

Chair: Chief Financial Officer

Members:

Auditor & Controller

Chief Deputy County Treasurer

Chief Investment Officer

Debt Finance Manager

Director of the Office of Financial Planning

Group Finance Director, Finance & General Government Group

Human Resources Services Manager (Risk Management)

Senior Deputy County Counsel (assigned by County Counsel to advise on municipal financing matters)

[Any Other Staff Designated by the Chief Financial Officer]

Procedure

1. Overview Committee's Scope of Responsibilities

- Assist County officials to identify, review and monitor risks facing the County.
- Review and comment on risk mitigation measures initiated by County officials. Also, recommend proposed risk mitigation measures to County officials for consideration.
- Meet quarterly (see below) to prepare and coordinate information to be included in the Quarterly Reports presented to the CAO.
- Produce and maintain a Confidential Countywide Risk Report that includes an ongoing updated summary of the County's significant legal, financial, contractual, and operational risks. [This Report shall be maintained by County Counsel for use by the Overview Committee.]
- Provide input, as needed, to members of the sub-committee in their capacity as members of the County's Financing Disclosure Working Group.
- Any other responsibilities and tasks involving County risks that the Overview Committee determines to perform.

2. Meeting Schedule

- The Committee shall meet quarterly at least two weeks prior to the time each Group's Quarterly Reports are completed for the CAO, and once in August for the fiscal year summary.
- The Overview Committee may hold ad hoc special meetings when called by the Co-Chairs to consider any issues associated with a County municipal financing disclosure review.
- The ACAO and the County Counsel, with input and assistance from other members of the Overview Committee, will set the agenda for the quarterly meetings.

Approved



Walter F. Ekard
Chief Administrative Officer

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Responsible Departments

Chief Administrative Officer, County Counsel, Chief Financial Officer